

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
TUESDAY, JUNE 18, 2002
8:45 A.M.**

Commissioners Present: Bob Workman, Chair
Bernie Heier, Vice Chair
Kathy Campbell
Larry Hudkins
Ray Stevens

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Bruce Medcalf, County Clerk
Trish Owen, Deputy County Clerk
Ann Taylor, County Clerk's Office

The Staff Meeting was called to order at 8:49 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, JUNE 13, 2002

MOTION: Heier moved and Stevens seconded approval of the Staff Meeting minutes of June 18, 2002. Heier, Workman, Campbell and Stevens voted aye. Hudkins was absent from voting. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Downtown Lincoln Association (DLA)
- B. Visitors Promotion Advisory Committee (VPAC)
- C. Meeting with Mayor Wesely
- D. Families First & Foremost (F³)

MOTION: Heier moved and Stevens seconded approval of the additions to the agenda. Stevens, Campbell, Workman and Heier voted aye. Hudkins was absent from voting. Motion carried.

3 BUDGET WORK SESSION - Dave Kroeker, Budget and Fiscal Officer

The Board approved a memorandum to County departments regarding budget concerns and a freeze on certain expenditures (Exhibit A).

Dave Kroeker, Budget and Fiscal Officer, reviewed budgets needed for the July 9, 2002 City-County Common Budget Hearing (Exhibit B):

* Diversion Services

Kroeker reported that no change is requested.

* Special Needs (Community Mental Health Center)

Kroeker said an increase of 1.58% is requested, primarily in the area of personnel service costs.

Hudkins arrived at 9:02 a.m.

* Emergency Management

Kroeker said Doug Ahlberg, Emergency Management Director, has informed him that \$7,000 for a temporary employee may be cut, as work on the Local Emergency Operations Plan (LEOP) will be completed in Fiscal Year 2001-02.

Board consensus was to cut \$7,000 in Temporary Salaries (1054); \$3,600 in Electricity (3501); and \$16,000 in Other Equipment (4217). The Board also requested clarification from Ahlberg on the \$17,580 difference between the capital outlay schedule and the dollar amount requested.

* Corrections

Kroeker reviewed *Lancaster County Budget Reduction Summary, Corrections Department, Fund/Agency 011/671, FY03 Budget* (Exhibit C).

Board consensus was to cut Priority Items 1-10, with the exception of \$12,000 in Other Equipment Repairs & Maintenance (3566).

* Juvenile Diversion (Cedars Youth Services)

Board held this budget, pending an explanation of the increase at the June 20, 2002 Staff Meeting.

* Human Services & Justice Council

Kroeker reviewed a revised estimate of capital expenditures (Exhibit D).

Board consensus was to cut \$1,500 from the budget.

NOTE: Additional budget documents discussed are included in *Lancaster County Proposed Budget FY2002-03* (on file in the County Clerk's Office).

Kroeker distributed copies of a memorandum from Vince Mejer, Purchasing Agent, regarding the Fiscal Year 2003 Purchasing Budget (Exhibit E).

Board consensus to defer the request for authorization for the Assistant Purchasing Agent to attend a National Institute of Governmental Purchasers (NIGP) Conference (estimated cost of \$1,500) pending an explanation of the 11.33% increase in the budget.

Stevens reported that the budget increase for the Joint Budget Committee (JBC) is anticipated to be less than 3.5%.

Campbell noted a request from Mayor Wesely for a pilot project to provide technical assistance and consolidate financial services for two agencies.

Discussion took place on whether to proceed with plans to add a Clerk Typist II position to the County Board's staff and how to relieve the workload of the County Board Administrative Secretary.

MOTION: Campbell moved and Heier seconded to:

- 1) Proceed with interviews for the Clerk Typist II position, asking applicants whether they would be willing to work on a part-time basis
- 2) Contact other elected officials to see whether they have staff that they would be willing to share or vacant positions that could be split with the County Board
- 3) Authorize the Chair to contact the City Council Chair to see whether there is interest in a shared position

Hudkins, Stevens, Campbell, Workman and Heier voted aye. Motion carried.

MOTION: Stevens moved and Hudkins seconded to suspend publication of the County newsletter, due to budget and time constraints. Heier, Workman, Campbell, Stevens and Hudkins voted aye. Motion carried.

Kroeker estimated that it will cost \$250,000 to \$500,000 for the Community Mental Health Center to become Health Insurance Portability and Accountability Act (HIPPA) compliant and recommended that \$350,000 be set aside in the Keno Fund for this expense.

4 REVIEW OF NEBRASKA CORRECTIONAL TREATMENT CENTER FACILITY IN AIRPARK - Don Killeen, County Property Manager; Mike Thurber, Corrections Director; Steve Flanders, Architect

Mike Thurber, Corrections Director, presented a diagram of the Nebraska Correctional Treatment Center Facility (Exhibit F) and said the facility is best suited for minimum security as it is designed for intermittent supervision and lacks lock-down capability. He also presented *Cost Estimate to Convert the Air Park Nebraska Correctional Treatment Center to a Maximum Security Facility* (Exhibit G) and estimated that it will cost \$100,000 to lease and \$2.5 - \$2.8 million to operate the facility, on an annual basis.

Thurber said the Corrections Needs Assessment identified a need for alternatives to incarceration and redesign of the booking area. He said this facility will not address those goals and will require a duplication of staffing. Thurber noted that an all female unit had also been suggested, but said the facility would not meet the range of classification needs for that population. He recommended expanding the Lancaster Correctional Facility (LCF) in Air Park, if additional minimum security beds are desired, or funding alternatives to incarceration, instead.

In response to a question from Workman, Thurber said the Nebraska Correctional Treatment Center Facility would probably provide 60 beds, if converted to maximum security. He said less beds would probably be gained at the jail if the funds were expended there, as it is a high-rise facility. Thurber noted that the cost of a new booking area, vehicle sallyport and 110 beds in the jail has been estimated at \$7 million.

Heier suggested that the Nebraska Correctional Treatment Center Facility could serve as a rehabilitation/substance abuse facility.

Thurber said it would need to be operated by a drug treatment provider, rather than Corrections.

Campbell remarked that the cost of any building is 10% construction and 90% operations and said she would rather see funds used to move Probation out of Corrections, create a new booking area and for alternatives to incarceration.

Hudkins asked Thurber to check on how much the United States Marshall's Service is willing to contribute to construction costs.

In response to a question from Campbell, Thurber said Lancaster County is projected to need 540 maximum security beds by 2020.

Don Killeen, County Property Manager, said the Public Building Commission has looked at a security plan that would include closing "H" Street to allow for expansion of the jail.

Campbell asked Thurber whether relocation of Probation, a redesign of the booking area, and alternatives to incarceration would "buy" the County another five years in the current facility.

Thurber said he believes it would. He added that funding of substance abuse treatment and mental health is crucial and said funds may be available through a Substance Abuse and Mental Health Administration (SAMSHA) Grant to address mentally ill offenders.

The Board was in agreement that the Nebraska Correctional Treatment Center Facility is not a solution, at this time. The Board also agreed to follow-up with a work session, once a Coordinator of Adult Offender Services is hired, on alternatives to incarceration and how to maximize use of the current facility.

5 ADMINISTRATIVE OFFICER REPORT

- A. Convention and Visitors Bureau Request for Proposals (RFP) Review Committee

The Board appointed Pat Lovelace, Nebraska Association of Executive Directors, and Jack Mills, former Nebraska Association of County Officials (NACO) Executive Director, to the committee.

ADDITIONS TO THE AGENDA

- A. Downtown Lincoln Association (DLA)

Workman said the Downtown Lincoln Association (DLA) has requested a non-voting representative from the County Board.

Campbell noted that the Board has generally declined official participation in non-profit organizations.

Eagan said the County owns property in downtown Lincoln, so participation may be appropriate.

- B. Visitors Promotion Advisory Committee (VPAC)

Workman said discussion focused on proposed changes to the bylaws and committee membership.

- C. Meeting with Mayor Wesely

Workman and Heier reported that discussion focused on the jail interlocal agreement, budget, funding of the underground connector between the County-City Building and the new parking garage, infrastructure costs, and whether the interlocal agreement for the Administrative Assistant to the Mayor/Economic Development can be expanded to include incorporated villages.

Workman said the Mayor also reported that the City is actively seeking legislation for a gas tax to cover road costs.

The Board requested additional information on the matter.

D. Families First & Foremost (F³)

Heier said Dr. Michael Epstein, evaluator of the Families First & Foremost (F³) Grant Program from the University of Nebraska, presented his evaluation.

6 ADJOURNMENT

MOTION: Stevens moved and Hudkins seconded to adjourn the meeting at 11:20 a.m. Hudkins, Stevens, Workman, Heier and Campbell voted aye. Motion carried.

Bruce Medcalf
County Clerk